

**THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE
CONFIRMED MINUTES OF THE MEETING OF SEARCH AND GOVERNANCE COMMITTEE of
10 OCTOBER 2024**

PRESENT: R Davies (CG and Chair, Z Lewis (Principal), P Lynn (CG), M McClintock (CG), S Mirsalehi (CG) and Z Foster (Head of Governance).

1. **Apologies for Absence** – J Castor (CG) and I Wright (CG).

2. **Declarations of Interest** – none

3. **Minutes of Meeting of 10.06.2024** – approved as a correct record

4. **Matters Arising** – all outstanding matters were in progress

5. **Verbal Update on Strategic Risks**

Z Lewis gave a brief update confirming that the main risk, that of Chair succession planning, was in progress as was more general skills and experience replacement in respect of current and future vacancies.

6. **Composition and Membership**

Z Foster outlined the key items including: current skills and competencies; attendance 2023-24; governor vacancies and terms of office; committee membership and governor retention information.

P Lynn and R Davies fed back to the Committee on the annual individual meetings (1:1s) which had been positive overall. Key themes included: report writing particularly Executive Summaries/data consistency/agendas with a variance of views and of progress in relation to Curriculum and Standards template reports; movement within the Governing Body membership and future plans; and possible areas of future training including up to date knowledge on security/evacuation processes.

Governors discussed: employer representation on the Employer Voice committee; attendance for 2023-2024; current and future skills needs against the matrix and potential suitable candidates in the key areas of Engineering and Teaching and Learning primarily but also potentially in Audit, voluntary services, police and crime/Prevent/Challenge, HR; and composition of the Governing Body more generally and in relation to specific positions whilst remaining in line with the requirements within the skills matrix.

A full discussion on reports including: report writing improvements generally, the role of feedback and the Committee Chairs role in this area and with agenda setting; executive summary variability and how these may be improved; plans to change Curriculum and Standards reports to ensure greater consistency (detail and data); and difficulties of attaining a consensus on report writing overall and how this might be best addressed.

Actions:

- That the membership of the Employer Voice Committee be considered after the forthcoming year of meetings (particularly in relation to Employer representation)
- In relation to report writing feedback that a final item be added to all meetings called 'report reflections' for governors only/committee members to feedback to Z Lewis and Z Foster to enable up to date feedback and consensus of future action
- That a regular annual item be devoted to Business Support staff alongside the staff survey results on Corporate Services Committee to be led by Business Support Governor
- That potential candidates for future vacancies be sought as discussed

Succession Planning for the Chair was further discussed in detail by the Committee with agreement that this be finalised at the February meeting, ahead of instigating the process from the March Governing Body meeting as appropriate.

The Committee **agreed** to seek approval of the recommendations as outlined below:

- Appointment of Marina Gaze as College Governor from 21 October 2024 on a four year term, and for Marina to join the Curriculum and Standards Committee as Vice Chair of the Committee.
- Second Term of Office (College Governor)
 - Petrina Lynn, at the end of her current term of office, for a final four year term from 22 March 2025 until 21 March 2029

- Dominic Lusardi, at the end of his current term of office, for a final four year term from 16 December 2025 until 15 December 2029
- Second Term of Office (Co-opted Governor)
 - Caroline Cannon, at the end of her current term of office, for a final four year term from 22 March 2025 until 21 March 2029
- Extended Term of Office
 - David Budd, at the end of his current initial two year term, for a further two years up to 12 July 2027 (with a further four year term an option)
- Change of Status - for Sharon Lane to move from College Governor to Co-opted Governor with immediate effect (as of 21 October 2024) on a four year term up to 20 October 2028

7. Governance Self Assessment Areas for Improvement

7.1 2023-2024 - The updated document was considered and **agreed** to be recommended by the Governing Body at its 21 October 2024 meeting, subject to final approval at the Governing Body meeting of 16 December 2024 (within the Governance Self Evaluation report).

7.2 2024-2025 - The Committee considered an initial draft, and after discussion, **agreed** to the draft subject to the addition of a Net Zero area of improvement and that the updated document be recommended for approval by the Governing Body on 21 October 2024.

8. Governance Performance Indicators 2023-2024 Update.

The updated document was discussed by the Committee ahead of inclusion in the Corporate Governance Annual Report which would be approved by the Governing Body in March 2025.

9. Code of Governance Mapping Exercise

Z Foster gave a brief overview of the mapping exercise which reported against the 2022 version of the Code. She reminded the Committee that the new Code (in operation from 1 August 2024) would be reported against next year.

After consideration, it was **agreed** that the Governing Body continued to fulfil its obligations regarding the Code and that this would be reported as part of the set of recommendations going to the Governing Body on 21 October 2024.

10. Training and Participation Update

A brief report on training and participation so far was presented. Particular attention was drawn to the more formalised approach to governor walkthroughs for 2024-2025 which was **agreed**.

The Committee discussed the possible change to the summer strategy event with an off site overnight event should the College have greater detail in relation to Government policy etc. and be in a position to develop a new five year strategy/plan.

Actions

- That an additional item be added to the start of the next GB meeting in relation to security / evacuation information sharing
- Upon appointment, the new Chair of the Governing Body should be enrolled in the ETF/AoC Chairs Development training.
- The decision as to whether the joint summer meetings for Curriculum and Standards and Corporate Services be discussed at the February meeting

11. Review of Top Risks

The Committee reviewed the top risks which remained chair succession planning and more general succession planning (both of which were in progress).

12. Dates of 2024-2025 Meetings

- 12.1 Tuesday 18 February 2025 at 1pm.
- 12.2 Monday 9 June 2025 at 3pm

13. Any other Urgent Business – R Davies

None taken.

The meeting closed at 7.23pm